

## Job Description

Job title:	Project Engineer	Location:	Masterton
Status:	Permanent	Effective:	April 2021
Group:	Catchment Management	Department:	Flood Protection

### **Our Purpose: Working together for our greater good**

Our Purpose, Vision and Behaviours form our GW Way and are the guiding principles for all we do here at GWRC.

#### **The GW Way behaviours are:**

**On the same side:** One team working for one common goal

**Always looking for a better way:** Encourages the open expression of diverse ideas and opinions

**For people by people:** Everyone here is for everyone out there

**Own it:** Take responsibility and own the outcome

### **1. Purpose of Greater Wellington Regional Council**

Enriching life in the Wellington region by building resilient, connected and prosperous communities, protecting and enhancing our natural assets, and inspiring pride in what makes us unique.

### **2. Role of the Flood Protection Department**

The Flood Protection Department sits within the Catchment Management Group. The Catchment Management Group is one of seven functional groups within Greater Wellington and provides a range of regional council services. These services include activities associated with flood protection and river management, plant and animal pest management, bovine Tb vector control, and sustainable land management and biodiversity.

The Flood Protection Department is tasked with region-wide responsibility for Greater Wellington's river and flood risk management. This is to ensure the best possible protection from the consequences of flooding and erosion for communities in the region (given available resources), to manage the river environments to provide attractive places for recreation and to take care of our river ecosystems.

### **3. Purpose of role**

The role of the Project Engineer in Masterton is to assist with the investigation, design, construction, maintenance and operation of flood protection assets in the Wairarapa Area in the long term.

The role is identified as a professional development post in our core business of flood risk management with a particular emphasis on: river management operations, investigations, project/contract management and supporting the development of our Floodplain Management Plans.

The workload will include the investigation, management and delivery of river and drainage projects required to maintain and improve the performance of scheme assets. Operations and asset management opportunities will grow with job experience and may include management responsibilities of fourteen drainage schemes and/or other areas of river scheme management as required by the Area Engineers responsible for managing the area's river schemes. Communicating flood hazard advice to the public will be a core function of the role. The incumbent will also assist with the development and implementation of Flood Plain Management Plans.

### **4. Working relationships/reporting lines**

This position reports to the Section Leader, Wairarapa Operations. The Section Leader will co-ordinate work and manage performance for this position.

The Project Engineer will not have any permanent staff reporting to them but from time to time staff and consultants will be allocated for specific work or as part of a team project. In such instances, the incumbent will be responsible for briefing, setting and controlling direction and outputs of allocated staff or consultants.

The position may be required to work closely with the other staff in the Department and maintain a high level of contact with a number of internal and external stakeholders, including iwi, community organisations and the public.

Greater Wellington has a commitment to providing excellence in customer service and this commitment will extend to all levels of the incumbent's working relationships, including but not limited to those noted below:

- With the Manager, Team Leaders, Section Leaders and all other staff of the Flood Protection Department.
- With other staff within the Regional Council, including senior management.
- With Government and local authorities
- With Iwi
- With environmental groups and other organisations.
- With the public for providing information and advice on construction works and flood risk.
- With consultants employed by the Flood Protection department.
- With contractors and suppliers.
- With elected representatives and Committee appointees

## 5. Key results and tasks

Key results	Key tasks
<ul style="list-style-type: none"> <li>• Accurate, quality and timely completion of work allocated to a sound engineering standard, within budget.</li> <li>• Effective, efficient and detailed performance of work duties in relation to investigation, design and construction projects, provision of flood hazard advice, statutory or regulatory work, consultants and contracts.</li> <li>• Keeping relevant and accurate records in relation to all of the incumbent's functions.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of briefs for consultancy services, recommendation of selected consultants and supervision of their activities.</li> <li>• Assist with the preparation of floodplain management plans for specific rivers within the region within the overall framework developed by the Department.</li> <li>• Assist with the Implementation of the outcomes from Floodplain Management plans dependant on Department priorities and work experience requirements.</li> <li>• Preparation of reports, including gravel analysis reports, design reports, environmental reports, other special evaluation reports and routine departmental reporting and correspondence.</li> </ul>

Key results	Key tasks
	<ul style="list-style-type: none"> <li>• Assist with flood hazard investigations including the preparation of flood hazard maps and flood information as required. The presentation of evidence, where appropriate, at consent and other hearings.</li> <li>• Assist with the implementation of our river management and drain maintenance (operations delivery) programmes in accordance with the consent conditions and in accordance with the recommendations / outcomes of the Floodplain Management Plans and Schemes Reports.</li> <li>• Provide information to the public and responding to specific enquiries for which information can be supplied.</li> <li>• Preparation of contract documents, provide recommendations on selected contractors or suppliers and management of contracts.</li> <li>• General design office functions and other reasonable tasks as may be allocated from time to time.</li> <li>• Be available, on a rostered basis, to assist with the flood warning function of the department. This work is often after hours and weekend and statutory holidays.</li> </ul>
<p><b>Working Relationships</b></p> <ul style="list-style-type: none"> <li>• Effective and enduring relationships with internal and external stakeholders are built. (Including but not limited to Iwi, community organisations, and both national and local authorities)</li> </ul>	<ul style="list-style-type: none"> <li>• Uses excellent relationship skills when dealing with internal and external stakeholders and customers.</li> <li>• Communicates effectively with the public in responding to flood hazard enquiries</li> </ul>

Key results	Key tasks
	<ul style="list-style-type: none"> <li>• Attending public meetings and tours needed to publicise or inform on activities undertaken by the Flood Protection Department.</li> </ul>
<p><b>Flood Warning &amp; Response</b></p> <p>Provision of a 24/7 flood warning and response service for the region.</p>	<ul style="list-style-type: none"> <li>• Be an active member of the flood warning and response duty roster as a duty officer.</li> <li>• Take part in regular training provided for flood duty officers</li> </ul>
<p><b>Self-Management</b></p> <ul style="list-style-type: none"> <li>• Demonstrate continuous improvement in performance /personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Be open to consultation and seek regular feedback from your manager in line with Greater Wellington’s performance management system (P4P)</li> <li>• Identify opportunities for training and development</li> </ul>
<p><b>Project and Task Management</b></p> <ul style="list-style-type: none"> <li>• Projects and tasks carried out achieve key targets in a timely manner within budgetary constraints.</li> <li>• Project and tasks outputs are communicated in a form appropriate to the intended audience.</li> </ul>	<ul style="list-style-type: none"> <li>• Initiates projects or work programmes as necessary to fulfil GWRC’s statutory responsibilities or the community’s expectations</li> <li>• Coordinates staff from other Departments to fulfil project requirements</li> <li>• Manages tasks to ensure they are completed within agreed time frames and budget</li> </ul>
<p><b>Sustainable Resource Management</b></p> <ul style="list-style-type: none"> <li>• Demonstrates a commitment to sustainable resource management.</li> </ul>	<ul style="list-style-type: none"> <li>• Promotes sustainable resource management and promotes the Council’s role and achievements in this area, including making effective and efficient use of resources available to the Department.</li> </ul>

Key results	Key tasks
<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>The Flood Protection team is known for quality services, professionalism, innovation, and dedication to demonstrating the Regional Council's commitment to flood protection.</li> </ul>	<ul style="list-style-type: none"> <li>Effective management of a wide variety of relationships with support staff, customers, TLA's, Council management, Councillors, peers, contractors and suppliers, other agencies, and the general public.</li> <li>Assist with timely, appropriate and effective flood response.</li> </ul>
<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>A safe and healthy working environment is maintained</li> <li>GWRC's health and safety policies are observed</li> </ul>	<ul style="list-style-type: none"> <li>Actively engages in health and safety matters</li> <li>Practices safe work methods and follows health and safety procedures</li> <li>Protects themselves, their fellow employees and any other party, from unsafe situations by working in a safe and responsible manner, in accordance with policy and procedural requirements</li> <li>Participates in safe work planning, hazard identification, risk assessment and developing recommendations for corrective actions</li> <li>Reports all incidents, including near misses and hazards, whether or not these incidents involve injury</li> </ul>

## 6. Dimensions (employees, budget, delegations)

### 6.1 Employees

Nil. Responsible for oversight of outputs of consultants and staff engaged or assigned to projects

### 6.2 Budget

No assigned budget responsibilities but responsible for completion of work within financial allocations up to \$250,000.

### **6.3 Financial delegations**

Authority to approve expenditure related to area of responsibility at delegated level. Staff delegations are defined in the Instrument of Delegation which is held by Democratic Services (refer to the Policies, Tools and Forms page on GWennie).

Delegations to staff are effective while staff hold their current position.

## Part two: person specification

### Essential knowledge, skills, and behaviours

#### 1. Qualifications, skills and experience

- Bachelor of Engineering (Civil or Natural Resources) degree or an equivalent tertiary qualification
- Relevant practical experience in river, catchment, or drainage engineering, or related civil fields: a minimum of 5 years related working experience
- A high level of computer literacy. Familiarity with hydrology, hydraulic, GIS and management related software is preferable
- Good oral and written communication skills, at both the professional technical level, and with the general public
- Familiarity with environmental and sociological effects and their assessment
- Self-motivation and the ability to work without close supervision
- The ability to work in a friendly and co-operative manner and in close association with other Flood Protection staff.
- A full and current driver licence

#### 2. Personal attributes and behavioural competencies

- Understands the importance of using sound judgement, by weighing up relevant options and evaluating potential outcomes to ensure decisions are based on well thought out processes. Ability to influence through effective application of knowledge and logic
- Ability to contribute and work collegially as a member of the department
- Understands the importance of building and maintaining positive durable working relationships with both internal and external stakeholders
- Committed to and understands the importance of maintaining a work-life balance
- Awareness and understanding of tikanga Māori

### 3. Physical requirements

- A full and current driver licence
- The ability to safely use a keyboard mouse without causing or aggravating an injury
- The jobholder must be able to physically carry out the functions of the position.

#### Date and signatures

Job holder: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_